

## Minutes of the Syracuse Planning Commission Regular Meeting November 7, 2023

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Minutes of the regular meeting of the Syracuse Planning Commission, held in Council Chambers and accessible via Zoom on November 7, 2023, at 6:00 PM.

**Commission Members Present:** Kenneth Hellewell, Chair  
Lon Hunter, Vice-Chair  
Dallas Johnson  
Dennis Johnson  
Scott Shea  
Neil Garner  
James King

**City Employees Present:** Noah Steele, CED Director  
Royce Davies, Senior Planner  
Micheal Kerswell, Planner  
Brie Brass, City Attorney  
Aaron Byington, Fire Chief  
Golden Barrett, Fire Marshal  
Brian Bloemen, City Engineer

**City Council Liaison:** Paul Watson

**Visitors:** Shane Crowton

### **1. Meeting Called to Order**

A quorum was present, as defined in Utah Code, Title 52, Chapter 4 – Open and Public Meetings Act. Chair Hellewell called the meeting to order at 6:00 PM as a regularly scheduled meeting, with notice of time, place, and agenda provided 24 hours in advance to the public and each commissioner. Commissioner Dallas Johnson provided an invocation and Chair Hellewell led the Pledge of Allegiance.

COMMISSIONER HUNTER MOVED TO ADOPT THE NOVEMBER 7, 2023 PLANNING COMMISSION MEETING AGENDA. COMMISSIONER KING SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### **2. Meeting Minutes**

The following minutes were reviewed by the Planning Commission:

- Regular Meeting & Work Session for October 3, 2023
- Regular Meeting & Work Session for October 17, 2023

COMMISSIONER KING MOVED TO APPROVE THE MINUTES FOR THE MEETINGS, AS PRESENTED.  
COMMISSIONER GARNER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### **3. Public Comment**

None offered.

### **4. Agenda Items**

**Public Hearing – Site Plan:** Proposed Site Plan for Syracuse City Fire Station 32, located at approximately 3176 S Bluff Road.

Senior Planner, Royce Davies notified that the Syracuse Fire Department is requesting approval of a site plan for a new fire station that will include an expansion of Bluff Drive connecting across Bluff Road to the current southern end of the parking lot at Jensen Nature Park. He explained that the design of the building is intended to match an existing pump house to the north of the site and takes into account future growth of the Syracuse City Fire Department. He indicated that the Syracuse Architectural Review Committee met on October 30, 2023 to review the site plan and produced the following recommendations:

1. Include signage on doors that are not the main entrance indicating where it is located.
2. All fire station signage is to be contrasting, legible, and clearly lit.
3. The screening of the dumpster and generator shall match the masonry of the building.
4. Remove all evergreen trees and Autumn Blaze Maples from the landscape plan and ensure all plants are compatible with the local soils.

He informed that representatives from the Fire Department attended the meeting and are aware of these comments. He stated that the only clear City Code issue is uninterrupted rooflines on the building that are over 50 linear feet. He listed items that require Planning Commission interpretation:

1. A definition of differing colors. SCC 10.28.100(F)(1) requires each elevation to include at least

three colors in building materials. The building features varying shades of brown which may be considered different colors but the Code does not explicitly define how colors are determined. The question is if differing shades are considered differing colors.

2. Main entrance requirements per SCC 10.28.110(B) - at least three of the following shall be included around the main entrance:

- a. A prominent architectural feature that is unique to the overall building design
- b. Complimentary yet differing building colors
- c. Increased use of windows or glass
- d. Pedestrian amenities e.g., porches, special paving treatments, seating areas, or awnings
- e. Increased landscaping

He noted that the proposed entrance design has more glass than the adjacent entrances and there is a porch roof extending over the entrance, but there is no increased landscaping or any prominent architectural feature; leaving the colors - which may be interpreted as unique to the entrance, though they are the same colors used on the rest of the building. He questioned if the entrance is sufficiently identified through architecture as the primary entrance to the building. He reported that the Fire Chief indicated that the numbering of the fire station is based on a County-wide system that designates certain number ranges to each city. The number range in Syracuse is in the 30s, so the existing fire station is number 31, making this new station number 32. He clarified that the address for this building is officially 3418 South Bluff Road as it will be located on the extension of Bluff Road rather than Bluff Drive.

Chair Hellewell opened the Public Hearing.

No public input was offered.

Chair Hellewell closed the Public Hearing.

Commissioner King expressed approval of the building design as presented. He commented on code specifications for the main entrance. He acknowledged that City code prohibits an uninterrupted roofline that is over 50 linear feet but maintained that the proposed roof structure and exterior treatment are architecturally appealing.

Commissioner Dennis Johnson spoke positively about the illustrated roof design and advised against adding cupulas and/or other decorative elements to break up the ridges.

Commissioner Garner voiced his opinion that a minimalistic design is appropriate for this building.

Chair Hellewell put forward that the ridges of the metal roofing might be considered a sufficient interruption of the roof line.

Commissioner Hunter verified that undesired evergreen and Autumn Blaze Maple trees are proposed plantings in the landscape plan, not existing on-site vegetation.

Answering a question posed by Chair Hellewell, Fire Chief, Aaron Byington explained that the proposed station is good-sized but smaller in area than the currently established station, located at 1869 S 3000 W. He affirmed that the City Council has approved the purchase of new vehicles for the additional station. He commented on anticipated future growth in Syracuse and how the chosen location of this fire station is optimal for response times.

COMMISSIONER KING MOVED THAT THE PLANNING COMMISSION APPROVE THE REQUEST OF SYRACUSE CITY FOR A SITE PLAN OF SYRACUSE FIRE STATION 32, LOCATED AT 3418 S BLUFF ROAD, IN THE R-1 ZONE WITH THE CONDITION THAT ALL STAFF COMMENTS ARE ADDRESSED. COMMISSIONER HUNTER SECONDED THE MOTION. COMMISSIONERS HUNTER, SHEA, DENNIS JOHNSON, KING, and CHAIR HELLEWELL VOTED AYE. COMMISSIONER DALLAS JOHNSON VOTED NAY. THE MOTION PASSED.

Commissioner Dallas Johnson asserted that when the Commission allows exceptions to the code for City projects, a bad precedent is set.

**Discussion/Motion – Bylaw Amendment:** Proposed amendment to the Planning Commission bylaws related to quorum requirements and voting procedures.

Royce Davies reviewed background information provided by City Attorney, Brie Brass:

*The Planning Commission recently reviewed its bylaws for any proposed or recommended changes within the past six months; however, a circumstance arose in one of the subsequent meetings whereby there were only five commissioners present for the meeting. Five commissioners are sufficient for a quorum for the purposes of proceeding on agenda items, but there was an agenda item where there was a split vote between the five commissioners with three voting to recommend a denial to the city council and two voting to recommend approval. The question arose as to whether a majority vote of the members present is sufficient or whether there should be at least a quorum approval, meaning at least four votes to carry the decision.*

He indicated that, as it is currently written, the bylaws account for the situation where one or more commissioners recuse themselves from voting and this situation allows for a simple majority. If this is agreeable to the Planning Commission, language can be added to account for the situation as was the case a few meetings ago, that a majority vote is sufficient for commissioner absences as well. He reexamined a bylaw section relevant to voting that could be amended to clarify that a simple majority vote is insufficient.

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Chair Hellewell commented on the history of Syracuse City administrative and legislative voting directives. He contrasted City Council voting practices and current Planning Commission procedures. He addressed questions raised concerning quorum rules after a recent public meeting at which only five commissioners were in attendance. He explained how amended text in the bylaws will more clearly define an acceptable (and presently utilized) voting structure - a majority vote of members of the quorum in attendance shall be required to rule on any motion before the Planning Commission. He explained that the Alternate Commissioner position was instated with intent to maintain a voting quorum in the absence, abstention or necessary recusal of one or more appointed commissioners.

Noah Steel surmised that the proposed amendments, drafted by the City Attorney, will appropriately clarify the voting process. He proposed that a finalized version be reviewed at the next Planning Commission meeting.

COMMISSIONER HUNTER MOVED TO RECOMMEND CITY COUNCIL APPROVAL OF THE BYLAWS AMENDMENT STIPULATING A SIMPLE MAJORITY OF MEMBERS PRESENT RATHER THAN A QUORUM MINIMUM VOTE. COMMISSIONER GARNER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### 5. Adjourn

AT 6:55 PM COMMISSIONER GARNER MOVED TO ADJOURN AND PROCEED WITH THE WORK SESSION. COMMISSIONER DENNIS JOHNSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

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Planning Commission

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City Staff

Date Approved: \_\_\_\_\_

# Minutes of the Syracuse Planning Commission Work Session – November 7, 2023

Minutes of the work session of the Syracuse Planning Commission, held in Council Chambers and virtually via Zoom on November 7, 2023.

**Present:** Commission Members: Kenneth Hellewell, Chair  
Lonn Hunter, Vice-Chair  
Dallas Johnson  
Scott Shea  
Dennis Johnson  
Neil Garner  
James King

City Employees: Noah Steele, CED Director  
Royce Davies, Senior Planner  
Micheal Kerswell, Planner  
Brie Brass, City Attorney  
Brian Bloemen, City Engineer  
Golden Barrett, Fire Marshal

Chair Hellewell started the Work Session at 6:57 PM

## 1. Department Business

### a. City Council Liaison Report

Councilmember Paul Watson reported that the City Council completed a pre-application review of a potential development (55+ community) at 2400 S 2750 W. He indicated that a development agreement for the project will be instated rather than a proposed rezone. He noted that the Council came to a decision that a requested General Plan Map and zoning change at 1557 W 1700 S is not appropriate. He cited lot size and access concerns. He reported that the City Council is in agreement with the Planning Commission's early formulations regarding an amendment to the MXD zone ordinance.

### b. City Attorney Updates

City Attorney, Brie Brass notified that this meeting will be her last, as she has accepted a position with another municipality.

## 2. Discussion Items

### Urban Camping

CED Director, Noah Steele reviewed the complex scope of Urban Camping. He indicated that many jurisdictions look at camping as a permitted use within a zone. He considered various scenarios related to camping/overnight parking on residential (private), public and commercial land. He commented on downloadable apps that facilitate camping, in some form, in urban settings.

After an extended discussion and review of current ordinances, the Commission concluded that enforcement of existing, applicable Syracuse City Code regulations is preferable to the creation of additional legislation.

### MXD Ordinance Amendment

Noah Steele gave an overview of the City Council's discussion on proposed changes to the MXD Ordinance. He introduced findings from research into ratios (commercial : residential) associated with approved MXD projects in Syracuse.

Commissioners deliberated adjustments to mentioned ratio stipulations. The minimum acreage requirement for MXD developments was reconsidered.

Commissioners proposed the following draft amendments to the MXD zone ordinance:

- A. One story/maximum 15 feet allowed if: 24 50 square feet commercial/1,000 square feet residential.
  - B. Two story/maximum 30 feet allowed if: 36 100 square feet commercial/1,000 square feet residential.
  - C. Three story/maximum 40 feet allowed if: 56 333 square feet commercial/1,000 square feet residential.
- (5) Minimum Project Acreage: 5 acres

### Driveway and Garage Standards

Senior Planner, Royce Davies indicated that several new lots in Syracuse have been developed with driveways that measure 15 feet or less - which is not long enough for residents to adequately park larger automobiles. He asserted that this has resulted in automobiles extending into fire lanes which must be kept clear and public right-of-way, in some cases obstructing sidewalks which presents a safety hazard for pedestrians, cyclists, wheelchair users, etc. He noted, additionally, automobiles extending into roadways create obstacles for snow plows.

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He presented a draft ordinance amendment that simply expands the current parking standard dimensions to include driveways, specifically with a minimum depth of 20 feet from property line. This would override building setbacks in zones that allow primary structures to be placed closer than 20 feet to the property line but would only apply where the driveway approaches a garage.

After analyzing common vehicle dimensions and further discussing fire lane and ADA sidewalk encroachments resulting from inadequate off-street parking provisions, the Commission proposed that all driveways approaching a garage should be required to be a minimum of twenty feet deep.

### Bike Parking and EV Charging Stations

Royce Davies informed that Staff has drafted a proposed amendment to Syracuse City Code that would require bicycle parking at a ratio of 1 bicycle parking space per 15 provided on-site automobile parking spaces. He advised that the updated requirements outline dimensions that must be observed to ensure bicycle parking is functional for a variety of bicycle sizes and bicycle parking orientations. He added that electric vehicle parking is exhibited as a *recommendation*, with no specified ratio and that a *recommendation* to provide conduits or other infrastructure for future charging stations is also spelled out. He presented a draft ordinance amendment for the Planning Commission to consider.

Chair Hellewell suggested that a scaled ratio of bikes-per-parking space be stipulated rather than the proposed, static 1 bicycle parking space per 15 provided on-site automobile parking spaces.

Commissioner Shea recommended that a maximum (up to) quantity of bicycle stalls be set. He pointed out that there is no reference to multi-family residential development in the proposed amendment.

Staff and commissioners considered outlooks for enclosed and internal bike parking provisions.

### **3. Upcoming Agenda Items**

Staff and the Planning Commission reviewed upcoming agenda items:

- Transportation Master Plan
- General Plan Map Amendment – Cook Property
- Legacy Park Estates Phase 3
- Parkview at Shoreline Phase 4
- Ordinance Amendment -Tree Trimming
- Stormwater Master Plan

### **4. Commissioner Reports**

Commissioner Hunter remarked on effective traffic calming measures he viewed at the Barbie Street event in DAYBREAK.

Commissioner Shea reminded those present about the upcoming Wasatch Front Regional Council meeting.

### **5. Adjourn**

AT 8:05 PM COMMISSIONER HUNTER MOVED TO ADJOURN THE WORK SESSION. COMMISSIONER KING SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

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Planning Commission

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City Staff

Date Approved: \_\_\_\_\_